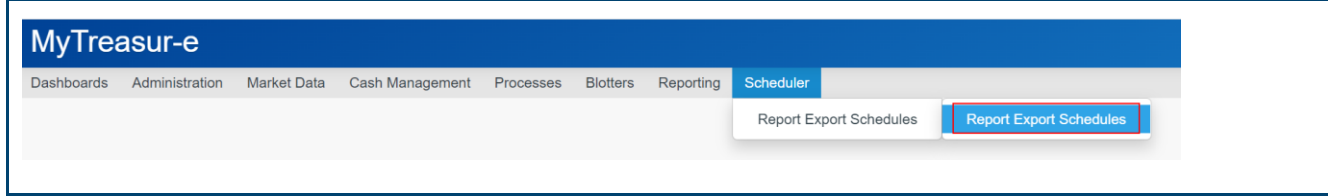


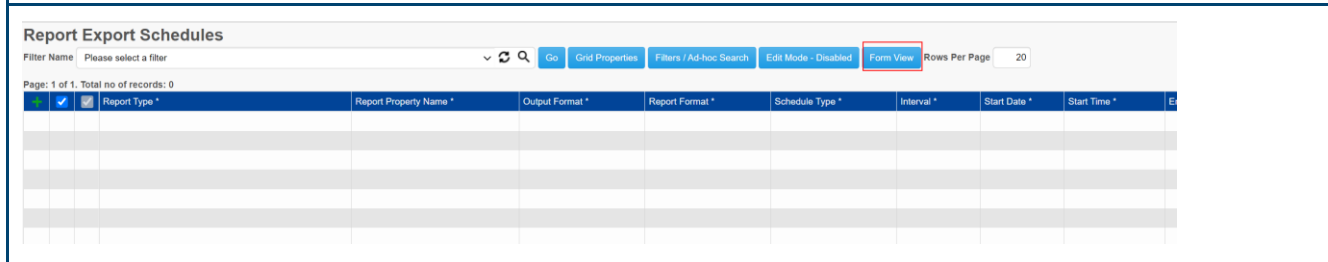
ADVANCED FEATURES	
Module:	Scheduling reports
Audience:	All users
System:	Scheduler —> Report Export Schedules —> Report Export Schedules
System Process:	<ul style="list-style-type: none"> • Set up relevant parameters so that Pre-built Reports can be received by email at set times without the need to connect to the application. • The Subject and the email body are configurable. Reports are not attached to the email directly but can be downloaded from a link provided into the email. • Such email reports can be sent to recipients that are not users of the system.
Scenario:	<ul style="list-style-type: none"> • A Pre-built report has been created by you and this report is something you want to run quite frequently. Rather than going into the system each time, you can schedule this report so that it reaches the mailbox of several recipients automatically on a daily basis. • RECOMMENDED BROWSER: CHROME or MICROSOFT EDGE

Step 1: Creating a new scheduled report

a) Navigate to Scheduler → Report Export Schedules → Report Export Schedules

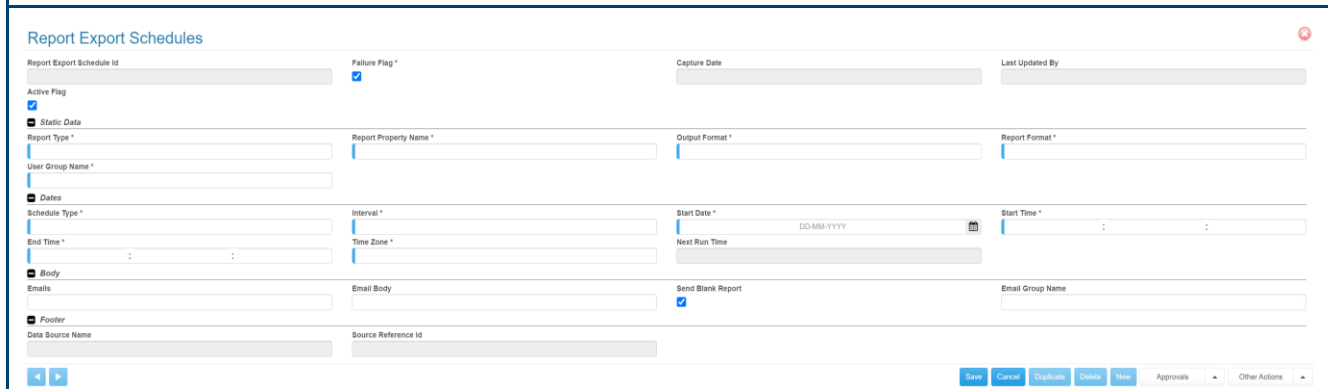


b) Click on **Form View** to open a form where you can set up the schedule.



c) A pop-up screen will appear where you can set the schedule.

Note: Fields with a blue horizontal bar are mandatory. Some fields are greyed out as they will automatically be populated by the application. Field definitions and usage are described below:



Field	Type	Editable	Usage
Active Flag	Checkbox	Yes	Checked: The software will run the schedule and send the report Unchecked: The software will not run the schedule
Capture Date	Date Time	No	Date and time populated by the application when a schedule is created or updated
Data Source Name	Text	No	Name of the source system/application when the report export schedules records are created by uploading a file rather than configured manually

Email Body	Text	Yes	You can populate text data that will be displayed in the email body received by recipients. Plain text and HTML tags are supported. HTML is used so that the email body can be formatted (line return, bold, etc.)
Email Group Name	Dropdown	Yes	To specify the email recipients for this report based on Pre-configured Email Groups
Emails	Text	Yes	To specify the email recipients by populating the actual email addresses. Multiple emails are possible by separating the emails with a semicolon ';' or comma ','
End Time	Time	Yes	To specify the time the system will stop running a scheduled report task. This time relates to the Time Zone field. This is used for two reasons: <ul style="list-style-type: none"> To stop sending reports after a specified time for schedules configured to send a report multiple times per day To stop sending reports after a specified time for schedules that are failing due to bad configuration
Failure Flag	Checkbox	No	A flag to indicate if the application is able to run the task or not. If not, this is an indicator to review the configuration or contact the support team
Interval	Integer	Yes	A unit that relates to the "Schedule Type" field. For example, if Schedule Type is set to "Daily" and Interval is specific as 1, it means that the schedule will run every 1 day (or Daily). If the interval is set to 3, the report will be generated every 3 days.
Last Updated By	Text	No	Name of the user that created the schedule or updated it last
Next Run Time	Date Time	No	Date and time when the schedule will run next in UTC time
Output Format	Dropdown	Yes	To specify the report file format such as Excel, PDF, CSV, etc
Report Format	Dropdown	Yes	Several reports within the application supports tabular or pivot table views. This dropdown allows users to select if the report file should be presented as a tabular report or as a pivot table report.

Report Property Name	Dropdown	Yes	To select the Pre-built Report being scheduled. Please note that Report Type field must be selected first before this dropdown becomes enabled.
Report Type	Dropdown	Yes	Select the type of report you want to schedule as follows: <ul style="list-style-type: none"> • Liquidity Report refers to a type of report that displays bank account balances and cashflow information combined. • Cashflows refers to a type of report that displays cashflow information only. • Grid Report refers to reports created using the reporting cube of the application • Custom Report refers to reports that are specific to NSW Treasury and that have been customised in the application to meet NSW Treasury requirements
Schedule Type	Dropdown	Yes	To set the frequency of when the report should be generated. This field does not define the actual frequency, it is used in conjunction with the Interval field.
Send Blank Report	Checkbox	Yes	Checked: The scheduler will email the scheduled report even if the report does not contain any data Unchecked: The scheduler will not email the scheduled report if the report does not contain any data
Source Reference Id	Text	No	A unique import key that must be specified when the report export schedules data are imported from a file
Start Date	Date	Yes	The first date the schedule report should be generated. The actual first date time the scheduled report will be generated will be based on start date, start time and time zone. Please note that this date is also important when scheduling a report with a monthly or weekly schedule. If the start date is for example the 10 th of November 2021 and the Schedule Type is Monthly with an Interval of 1, it means that the report will be scheduled to run on the 10 th of each month starting 10 th November 2021

Start Time	Time	Yes	The time at which the schedule should run for the first time during the specified Schedule Type. The time is based on the specified Time Zone
Time Zone	Dropdown	Yes	The Time Zone that applied to any time specified in a report export schedule record.
User group name	Dropdown	Yes	To specify the access rights that should apply to the report being run. The application scheduler will run the report as if you belonged to that user group. Most users will only see their own user group in the dropdown (a single value is available for selection).



- The order of the fields in the screen may differ from the screenshot above (Step 1c). The reason is that you (as a user) can configure the order of the fields using the **Grid Properties** feature. For further information on using Grid Properties, refer to Step 10 in the *MyTreasur-e Basics* training module.

Report Export Schedules

Filter Name: Please select a filter

Page: 1 of 1. Total no of records: 0

<input type="checkbox"/>	<input type="checkbox"/>	Report Type *	Report Property Name *	Output Format *	Report Format *	Schedule Type *	Interval

d) Refer to the screenshot below to see an example of a fully set up scheduled report

Report Export Schedules

Report Export Schedule Id: Failure Flag: Capture Date: 2021-11-23 12:30:17 Last Updated By:

Active Flag

Static Data

Report Type * Report Property Name * 1 Output Format * 8 Report Format *

User Group Name *

Dates

Schedule Type * 2 Interval * Start Date * 5 Start Time * 3

End Time * Time Zone * 4 Next Run Time: 24-11-2021 01:30:00

Body

Emails: Email Body: Send Blank Report: 9 10 Email Group Name: 6

Footer

Data Source Name: Source Reference Id: 7

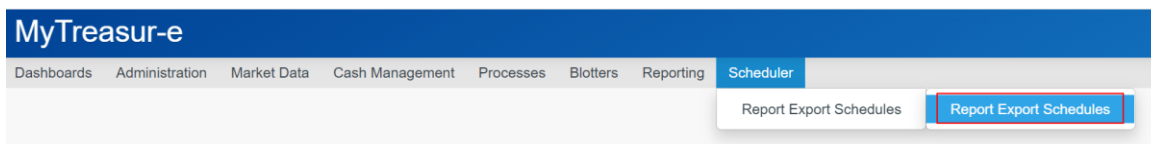
Cash Forecasting Solution

The above can be described as follows:

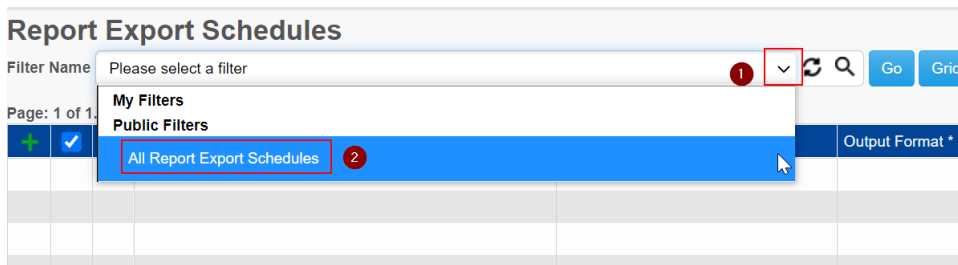
- A custom report called Cashflow Scenario Submission **(1)** is scheduled to be sent every day **(2)** at 12:30 Sydney time **(3-4)** starting 27th October 2021 **(5)**
- All emails that are part of the email group called All **(6)** will receive this report
- The email will contain a formatted email body indicating that the “The monthly forecast submission window is now open.” **(7)** and a link to download a text file in tabular format **(8)** (this text file is the custom report)
- If the report does not contain any data it will not be sent **(9)**
- The schedule was last run on the 24th of November 2021 at 01:30 UTC Time (which is 24th of November 2021 at 12:30 Sydney Time) **(10)**

Step 2: Updating an existing scheduled report

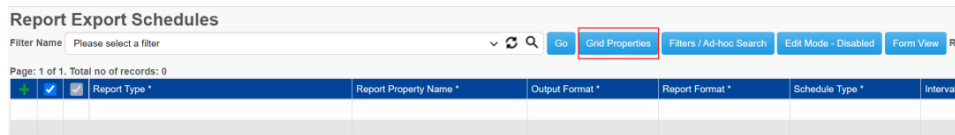
a) Navigate to Scheduler → Report Export Schedules → Report Export Schedules



b) Select **All Report Export Schedules** filter name



- If you do not want to select a filter every time to load the data on screen, you can set up a default filter by clicking on **Grid Properties**



- A pop up will be displayed similar to the screenshot below.
- In this pop up, you can set up a default filter as per steps below.

Grid Properties - Report Export Schedules

<input type="checkbox"/>	Column Name	Column Label	Visible	Column Width	Position	Mandatory Column	Mandatory Visible
<input type="checkbox"/>	report_export_schedule_id	Report Export Schedule Id	<input type="checkbox"/>	150	1	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	report_type	Report Type	<input checked="" type="checkbox"/>	300	2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	report_property_id	Report Property Id	<input type="checkbox"/>	100	3	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	report_property_name	Report Property Name	<input checked="" type="checkbox"/>	200	4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	output_format	Output Format	<input checked="" type="checkbox"/>	150	5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	report_format	Report Format	<input checked="" type="checkbox"/>	150	6	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	schedule_type	Schedule Type	<input checked="" type="checkbox"/>	150	7	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	interval	Interval	<input checked="" type="checkbox"/>	100	8	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	start_date	Start Date	<input checked="" type="checkbox"/>	100	9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	start_time	Start Time	<input checked="" type="checkbox"/>	120	10	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	end_time	End Time	<input checked="" type="checkbox"/>	120	11	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	time_zone	Time Zone	<input checked="" type="checkbox"/>	300	12	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	emails	Emails	<input checked="" type="checkbox"/>	500	13	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	email_body	Email Body	<input checked="" type="checkbox"/>	750	14	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	next_run_time	Next Run Time	<input checked="" type="checkbox"/>	150	24	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	failure_flag	Failure Flag	<input checked="" type="checkbox"/>	100	25	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	send_blank_report	Send Blank Report	<input checked="" type="checkbox"/>	100	26	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	user_group_id	User Group Id	<input type="checkbox"/>	100	27	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	user_group_name	User Group Name	<input checked="" type="checkbox"/>	200	28	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	email_group_id	Email Group Id	<input type="checkbox"/>	100	29	<input type="checkbox"/>	<input type="checkbox"/>

Default filter

Default number of rows displayed in grid

Default row height

My Filters

Public Filters

All Report Export Schedules

c) Upon selecting the filter, the existing scheduled reports data will be loaded on screen. Select the record you want to edit by clicking on the **checkbox (1)** on the left side of the grid and then click on the **Form View (2)** button.

Report Export Schedules

Filter Name: All Report Export Schedules

Go Grid Properties Filters / Ad-hoc Search Edit Mode - Disabled **Form View** Rows Per Page: 20

Page: 1 of 1. Total no of records: 2

<input type="checkbox"/>	Report Type *	Report Property Name *	Output Format *	Report Format *	Schedule Type *	Interval *	Start Date *	Start Time *	End Time *
<input checked="" type="checkbox"/>	Custom Report	Cashflow Scenario Submission	TEXT	Tabular	DAILY	1	27-10-2021	12:30:00	17:00:00
<input type="checkbox"/>	Liquidity Report	Daily Cash Balances (Opening Balan...	EXCEL (.xlsx)	Pivot Table	HOURLY	15	28-10-2021	11:16:00	23:59:00

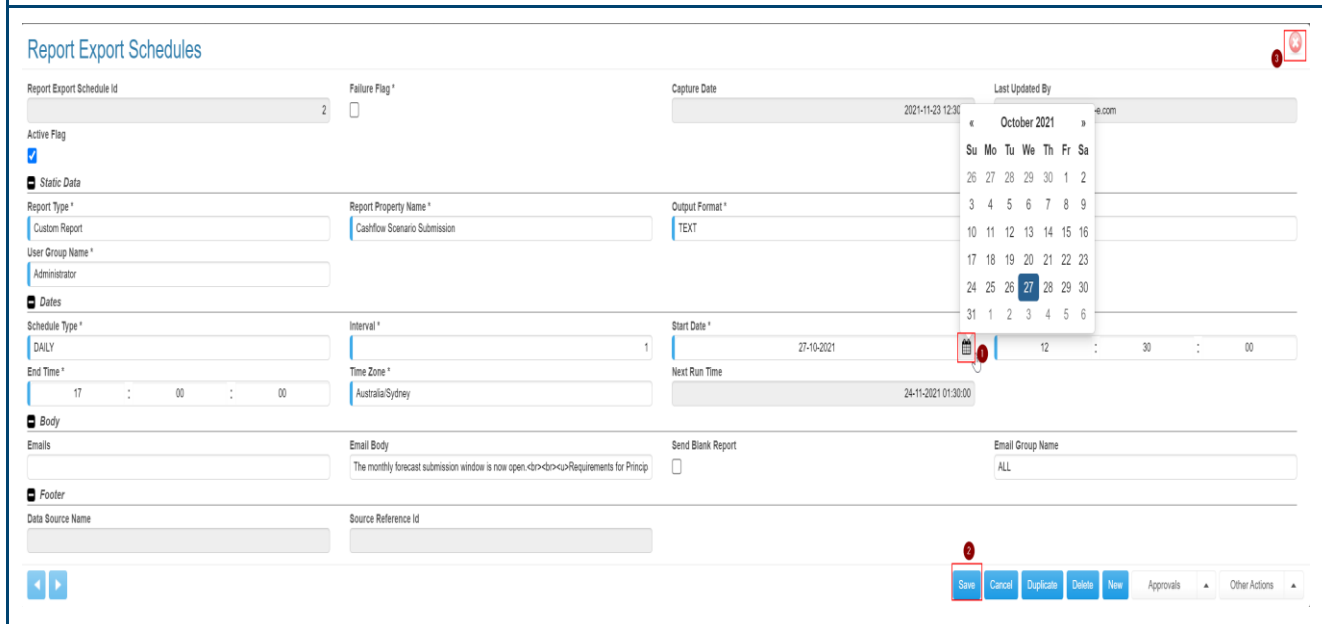
Cash Forecasting Solution

d) A form will open where you can update the data.

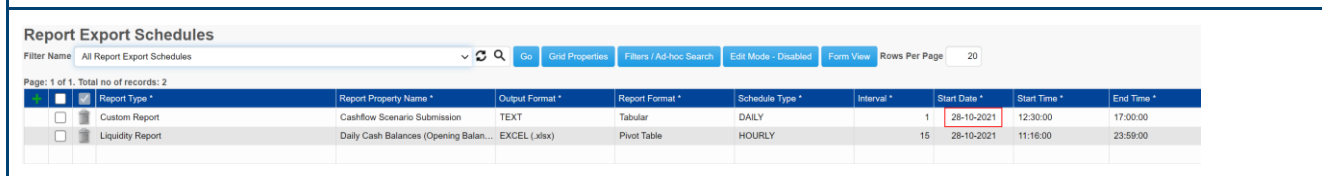
Click on any of the fields you want to edit (considering that some fields are system driven and not editable as per the table on page 5 of this document)

As an example, in the screenshot below, we are updating the **start date (1)**. Once, you have made all changes required, click on the **Save (2)** button to validate.

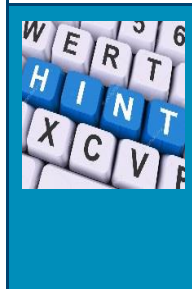
Click on the **Cross (3)** on the top right of the pop up to close the form and go back to the grid view.



e) Upon updating the report export schedule report, the updated data will be loaded on screen



Report Type *	Report Property Name *	Output Format *	Report Format *	Schedule Type *	Interval *	Start Date *	Start Time *	End Time *
Custom Report	Cashflow Scenario Submission	TEXT	Tabular	DAILY	1	28-10-2021	12:30:00	17:00:00
Liquidity Report	Daily Cash Balances (Opening Balan...	EXCEL (.xlsx)	Pivot Table	HOURLY	15	28-10-2021	11:16:00	23:59:00



- Updating a report export schedule record will reset the next run time on that record.
- It means that if the updated record is within the Set Start Time and End Time, the system will try to catch up and send the report. In such a case, the report may be sent again even if it was sent before the update or it may be sent once at a time which is different from what the recipients may generally expect.

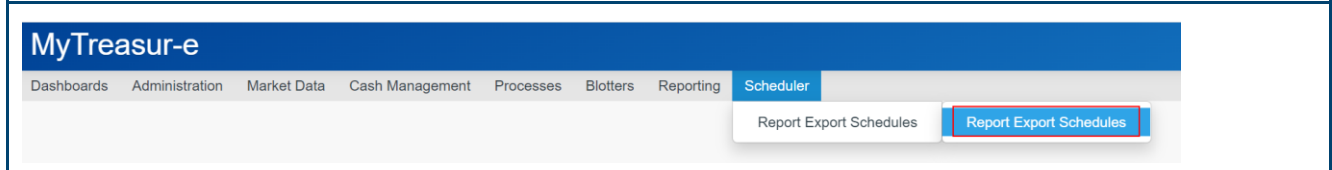
Cash Forecasting Solution

Step 3: Making an existing scheduled report inactive

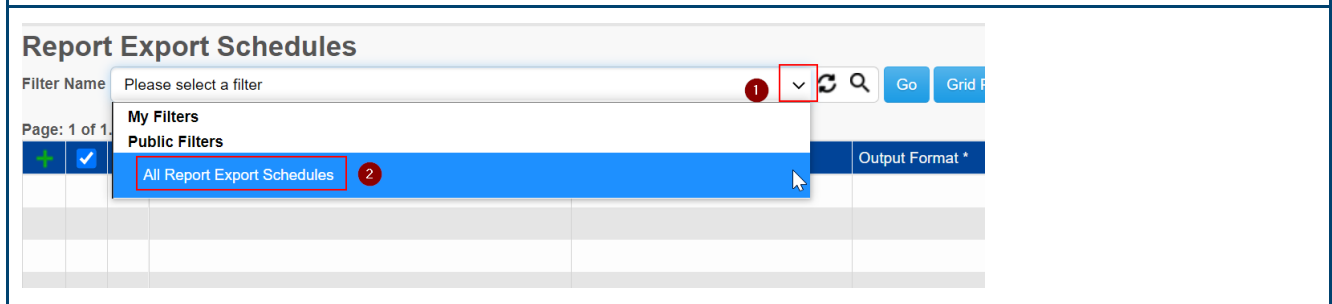
a) Navigate to Scheduler → Report Export Schedules → Report Export Schedules

In making an existing scheduled report inactive, you (as a user) can keep the report export schedule record in MyTreasur-e so that it can be used later. MyTreasur-e will simply ignore this record and not send any reports that may be linked to the schedule.

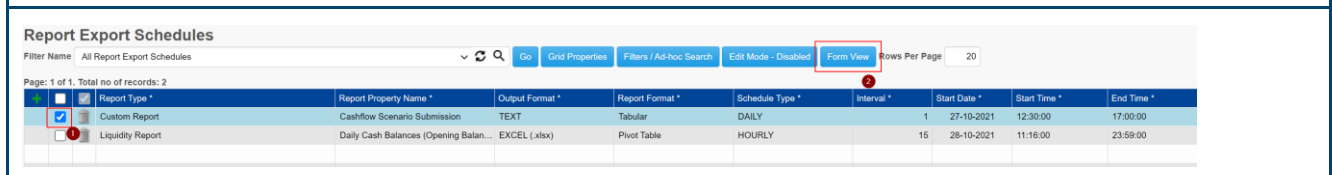
This process is similar to an update, except you will uncheck the **Active Flag**. This deactivates the report which means it will no longer be sent to recipients, however MyTreasur-e will keep it stored if you wish to reactivate the scheduled report at a later date.



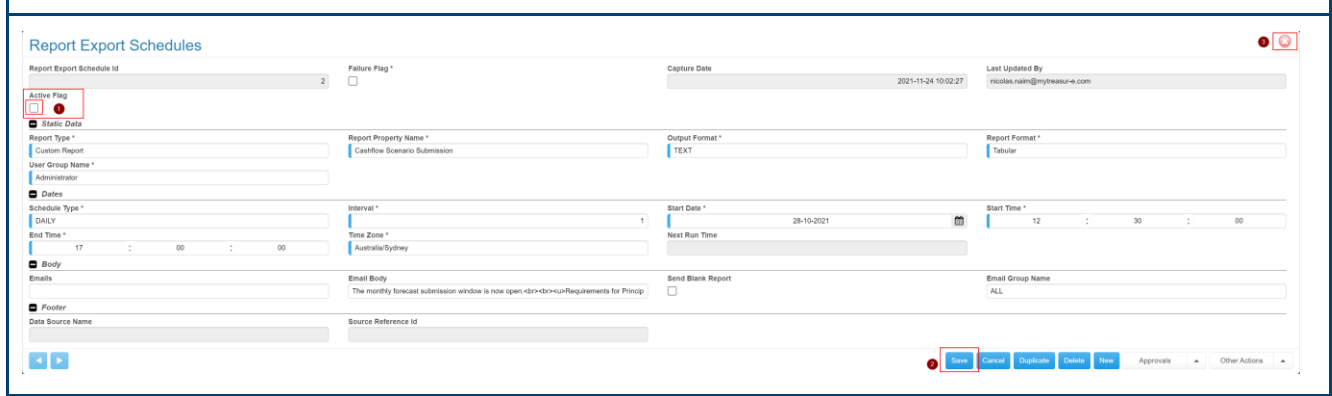
b) Select **All Report Export Schedules** filter name



c) Upon selecting the filter, the existing scheduled reports data will be loaded on screen. Select the record you want to make inactive by clicking on the **checkbox (1)** on the left side of the grid and then click on the **Form View button (2)**.



d) A form will open where you can update the data. Uncheck the **Active Flag (1)**, click on the **Save (2)** button to validate and then click on the **Cross (3)** on the top right of the pop up to close the form and go back to the grid view.



Cash Forecasting Solution

e) Upon updating the report export schedule report, the updated data will be loaded on screen

Report Export Schedules

Filter Name: All Report Export Schedules

Go Grid Properties Filters / Ad-hoc Search Edit Mode - Disabled Form View Rows Per Page: 20

Page: 1 of 1. Total no of records: 2

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Active Flag	Report Type *	Report Property Name *	Output Format *	Report Format *	Schedule Type *	Interval *	Start Date
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Custom Report	Cashflow Scenario Submission	TEXT	Tabular	DAILY	1	28-10-
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Liquidity Report	Daily Cash Balances (Opening Balan...	EXCEL (.xlsx)	Pivot Table	HOURLY	15	28-10-

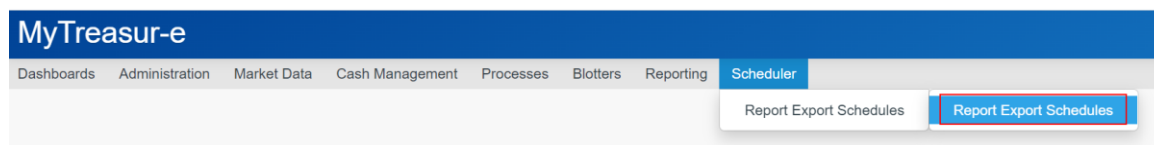


- To make a report schedule active again, follow the same steps but instead check the **Activate Flag** and **Save**.

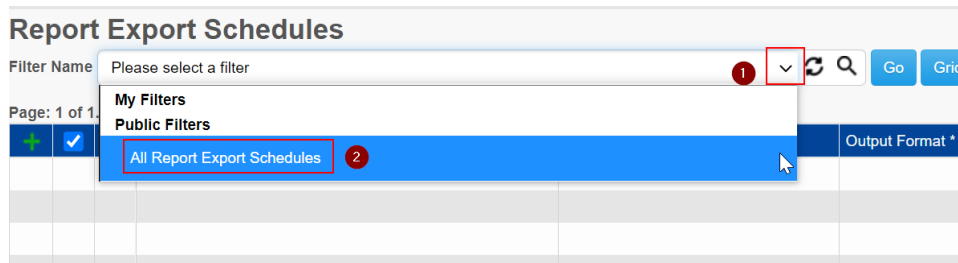
Step 4: Deleting an existing scheduled report

a) Navigate to Scheduler → Report Export Schedules → Report Export Schedules

When deleting an existing scheduled report, you will be deleting the report export schedule record in MyTreasur-e. This will **permanently delete** the record from MyTreasur-e.



b) Select **All Report Export Schedules** filter name



Cash Forecasting Solution

- c) Upon selecting the filter, the existing scheduled reports data will be loaded on screen. Click on the **Edit Mode** button (1) and then click on the **Trash icon** (2) for the record you wish to delete. Then click on the **Save button** (3) at the bottom left part of the screen.

Report Export Schedules

Filter Name: All Report Export Schedules Go Grid Properties Filters / Ad-hoc Search Edit Mode - Enabled Form View Rows Per Page: 20

Page: 1 of 1. Total no of records: 2

<input type="checkbox"/>	<input type="checkbox"/>	Active Flag	Report Type *	Report Property Name *	Output Format *	Report Format *	Schedule Type *	Interval *
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Custom Report	Cashflow Scenario Submission	TEXT	Tabular	DAILY	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Liquidity Report	Daily Cash Balances (Opening Balan...	EXCEL (.xlsx)	Pivot Table	HOURLY	

Save Cancel Import Duplicate Bulk Update Approvals Other Actions

- d) A pop-up asking you to confirm the deletion will appear. Click on **Yes** to confirm. Otherwise, click on **No** to cancel.

Report Export Schedules

The following changes will be processed:

- 1 record(s) will be deleted.

Do you want to proceed?

Yes No


- e) The grid will be reloaded based on your filter selection and the deleted record should no longer be visible.

Step 5: Example of report received by email

- a) Below is an example of an email generated by the report export scheduler. You can click on the **File Link** (1) in the email. This will download the report as a file to your computer.

20211124_104047_Daily_Cash_Balances_(Opening_Balance_-_Child_Accounts)_58_2.xlsx file available for download

do-not-reply@mytreasure.com
To: [Redacted]

 **MyTreasur-e**
POWERFULLY SIMPLE

Hello,

Liquidity Report

The following file is available for download: 20211124_104047_Daily_Cash_Balances_(Opening_Balance_-_Child_Accounts)_58_2.xlsx

To download the file, please click on the following link [File Link](#)

If the link does not work, please copy and paste, or type, the entire URL shown below into your browser's address bar.

URL: <https://rawtreasury.aufest.mytreasure.com/MyTreasur-e.com/EmailHandler?action=5288af46d0a527d84c66w%2fyeig@hdom51DQuserMIGN282aj46VMJ0w3UyMh7W6>

Kind regards,
The MyTreasur-e Team

To connect to the application, please click on: <https://rawtreasury.aufest.mytreasure.com/MyTreasur-e.com>
If you require assistance, please send an email to Cashmanagement@treasury.nsw.gov.au

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Please do not reply to this email. This is a system generated email.